

## HOW TO REQUEST AN APPOINTMENT FOR PEREIRA – U.S. EMBASSY VISIT

To request an appointment for the event in **Pereira** on **Friday, February 26<sup>th</sup>**, please send an email to [ACSBogota@state.gov](mailto:ACSBogota@state.gov)

**Your email should have the SUBJECT as "PEREIRA APPOINTMENT REQUEST"**

In the email you send us please include the information listed below according to the service you are requesting:

**For a Passport Service appointment**, please include the following:

- Type of service: **Passport service**
- Applicant's Surname (last name):
- Applicant's Given Name (first and middle name):
- Applicant's Date of Birth (mm/dd/yyyy):
- Applicant's Place of Birth:
- Name of non-applicant(s) who will be appearing for this appointment (such as parents or legal guardians who must appear with their child who is 15 years old or younger) should be listed:
- Contact Telephone Number(s):
- E-mail Address:
- Select one of the following that applies to you:
  - Renewal
  - First time requesting passport if you are currently a U.S. citizen by birth or naturalization
  - Your passport was lost or stolen
  - Need an emergency passport and you have imminent travel within the next ten business days

**For a Consular Report of Birth Abroad (CRBA) appointment**, please include the following:

- Type of service: **Consular Report of Birth Abroad**
- Child's Surname (last name):
- Child's Given Name (first and middle name):
- Applicant's Date of Birth (mm/dd/yyyy):
- Name of non-applicant(s) who will be appearing for this appointment (such as parents or legal guardians who must appear with their child who is 15 years old or younger) should be listed:
- Contact Telephone Number(s):
- E-mail Address:

**For a Notarial Service appointment**, please include the following:

- Type of service: **Notarial service**
- Applicant's Surname (last name):
- Applicant's Given Name (first and middle name):
- Contact Telephone Number(s):
- E-mail Address:

**For a Social Security or Federal Benefits Service appointment**, please include the following:

- Type of service: **Social Security or Federal Benefits service**
- Applicant's Surname (last name):
- Applicant's Given Name (first and middle name):
- Contact Telephone Number(s):
- E-mail Address:

When we receive this information, we will reply during the following week with a confirmation e-mail including the appointment time and further instructions.

Sincerely,

---



**AMERICAN CITIZEN SERVICES UNIT**

Servicios para Ciudadanos de EE.UU. - Sección Consular

U.S. Embassy Bogota

Email: [ACSBogota@state.gov/](mailto:ACSBogota@state.gov)

Website: <http://bogota.usembassy.gov/>  
<http://spanish.bogota.usembassy.gov/>

Register your Travel: <https://step.state.gov/step/>